

State of Tennessee Department of  
Children's Services (DCS)  
Records Retention Alphabetical Order  
by Record Series Title

Administrative Records

RDA Number   Records Title and Description

**2851        Closed DCS Security Access Files**  
**Approved: December 20, 2000**

**DESCRIBES FORMER STATE, CONTACT AND CSA EMPLOYEES' ACCESS  
RIGHTS TO DCS AND OTHER STATE AGENCIES' APPLICATIONS.**

**Disposition   THE FILES ARE TO BE CUT OFF MONTHLY BY REVOCATION DATE THEN,  
MAINTAIN IN AGENCY THREE (3) YEAR(S); THEN DESTROY.**

**2888        Food Services Program Files**  
**Approved: December 6, 2001**

**FOOD SERVICE PROGRAM INFORMATION ON MINIMUM DIETARY  
REQUIREMENTS, FISCAL EXPENDITURES, NUMBER OF MEALS SERVED  
ETC., AT RESIDENTIAL TREATMENT FACILITIES.**

**Disposition   THE FILES ARE TO BE CUT OFF AT THE END OF EACH FISCAL YEAR THEN,  
MAINTAIN IN AGENCY SIX (6) YEAR(S); THEN DESTROY.**

**2925    INTERNAL AFFAIRS INVESTIGATIONS**

**Disposition        ORIDINAL INVESTIGATIVE CASE FILES  
RECORDS OF COMPLETED REPORTS OF STAFF/STUDENT  
ALLEGATIONS OF EMPLOYEE MISCONDUCT, CRIMINAL  
ACTIVITY, DCS POLICY OR PROCEDURE VIOLATIONS, CHILD  
ABUSE, USE OF FORCE, STATEMENTS, AFFADAVITS AND  
EVIDENCE.**

**INVOLVING MINORS: FILES ARE TO BE CUTOFF ON JUNE 30<sup>TH</sup> FOLLOWING  
CASE CLOSER DATE, MAINTAIN IN AGENCY FOR 10 YEARS OR UNTIL CHILD  
REACHES AGE 21, WHICHEVER IS LONGER, THEN DESTROY**

**NOT INVOLVING MINORS: FILES ARE TO BE CUTOFF ON JUNE 30<sup>TH</sup>  
FOLLOWING CASE CLOSER DATE, MAINTAIN IN AGENCY FOR 10 YEARS,  
THEN DESTROY**

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<b>2926</b>	<b>National Criminal Information Check (NCIC) Approved: October 15, 2002</b>
	<b>FINGERPRINT CRIMINAL BACKGROUND CHECK OF ALL CHILD CARE PROVIDERS CONDUCTED THROUGH THE FEDERAL BUREAU OF INVESTIGATIONS (FBI) AND TENNESSEE BUREAU OF INVESTIGATIONS (TBI).</b>
<b>Disposition</b>	<b>THE FILES ARE TO BE CUT OFF AT THE END OF EACH CALENDAR YEAR THEN, MAINTAIN IN AGENCY FIVE (5) YEAR(S); THEN DESTROY.</b>
<b>2899</b>	<b>Safety Program Files Approved: March 8, 2002</b>
	<b>FIRE AND OCCUPATIONAL SAFETY PROGRAM INFORMATION.I.E., EVACUATION AND CONTINGENCY PLANS, FIRE EXIT DRILLS, SPECIALIZED INSPECTIONS, TRAINING, MEMOS, STATE AND LOCAL COMPLIANCE NOTICES, ETC., FOR DCS FACILITIES.</b>
<b>Disposition</b>	<b>THE FILES ARE TO BE CUT OFF AFTER THREE (3) YEAR ACCREDITATION CYCLE THEN, DESTROY AFTER ACA AUDIT.</b>